

# POLICY AND COMMUNICATIONS BULLETIN

## THE CLINICAL CENTER

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Medical Administrative Series

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M95-3 (rev.)

2 September 1997

### MANUAL TRANSMITTAL SHEET

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SUBJECT: Patient Transportation Within the NIH Clinical Center

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1. Explanation of Material Transmitted: This bulletin transmits the policy of the Clinical Center regarding the transportation of patients within the hospital. The policy was approved by the Medical Board at its meeting on 7 February 1995. The policy was reviewed by the Medical Executive Committee on 2 September 1997 and approved with no changes.
2. Material Superseded: MAS No. M95-3, dated 1 March 1995
3. Filing Instructions: "Other" Section

Remove: No. M95-3, dated 1 March 1995

Insert: No. M95-3 (rev.), dated 2 September 1997

### DISTRIBUTION

Physicians, Dentists and Other Practitioners Participating in  
Patient Care

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## THE CLINICAL CENTER

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Medical Administrative Series

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M95-3 (rev.)

2 September 1997

SUBJECT: Patient Transportation Within the NIH Clinical Center

### PURPOSE

To ensure the safe and efficient transport of patients within the Clinical Center.

### POLICY

Patients who are not able to take themselves independently to and from their intended destination will be transported or accompanied by a parent, guardian, adult family member, or a suitable NIH staff member or contractor. This includes, but is not limited to, patients who cannot summon help and patients who require supervision because of their developmental level or impaired cognitive abilities.

### PROCEDURES

Patients who require assessments during transport will be accompanied by an appropriate health care provider.

All patients being transported for clinical services will take their Medical Record with them. The record must be secured within a blue transport bag available on the Nursing Units or through the Outpatient Department.

The Outpatient Department's Patient Escort Service provides personnel to accompany or to transport patients who require assistance via stretcher or wheelchair to a location within the Clinical

Center designated by Clinical Center personnel. However, Patient Escort Service personnel do not enter patient rooms and do not transfer patients from bed to stretcher or wheelchair. This function will be carried out by members of the Nursing Staff.

A videotape depicting the proper procedure for transporting a patient in the Clinical Center has been developed and is available for review. This videotape highlights the information contained in this policy and gives detailed procedural information in the context of simulated patient scenarios. The videotape may be obtained from the Clinical Center's Division of Nursing Education or the Outpatient Department.